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ORD-1403-75

22 April 1975

MEMORANDUM FOR: Director of Research and Development
THROUGH : Special Panel, ORD
SUBJECT : Recommendation for Promotion -
[REDACTED] 25X1A9a
GS-05 to GS-06

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1. [REDACTED] (nee [REDACTED] at EOD) joined ORD in May 1973 as a Secretary-Steno. She has been assigned to the Data Processing Research Division during that time period.

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2. Since joining the Data Processing Research Division, [REDACTED] has been functioning as a junior secretary. She is responsible for providing secretarial support to the Image Processing and Exploitation Branch. She has performed her duties in a highly commendable fashion and has demonstrated that she could perform at a GS-06 level. She has produced efficiently and accurately under stringent deadline conditions, which is a necessary attribute in our environment. Also, she has and maintains a cheerful disposition and gets along very well with the other personnel in the office.

3. It is recommended that [REDACTED] be promoted from a GS-05 to a GS-06.

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Chief, Data Processing Research
Office of Research & Development

RECOMMEND APPROVAL:

Chairman, Special Panel, ORD

Date

APPROVED:

/s/ JAMES V. HIRSCH

Director of Research and Development

11 JUN 1975

Date

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Approved